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FORM NO. 237 Use previous editions

MINUTES

DDA SENIOR SECRETARIAL PANEL (SSP)

Friday, 14 July 1978, 1400 hours DDA Conference Room

	¬	
Present:	(CMO/DDA)	Voting Member
	5)	
	RS/OP)	Guest
	Clerical Coordinator)	Executive Secretary
	_	
us and asking her for assistate administration of the DDA/		
. Although the DDA/SSP we secretarial personnel GS-08 at tive sub-group designation. senior secretaries, we will a we may obtain from the OP.	In addition to having a list	ill retain their respec- t of GS-08 and above
. The DDA/SSP will have individual sub-groups on the have a GS-08 vacancy.	to make some type of arrange submission to us of their to	
. When the SSP is initia stenos" vs "admin assts. ar	ally established, it should be add a	be restricted to "secretary admin assts.
. The PRA situation was by the DDO to promote some of indicated that the DDO promot not a viable solution to their	ted beyond their headroom ava	t. STAT ailability and it was
. Selection for a senior provided the secretary occupi functions satisfactorily, and		on, performs the
. The panel will identif some offices are requiring sp for low performers.	fy the low three percent. In pecial boards to look at all	
. The DDA Career Managem Clerical Coordinator, will be	ment Office, and more specified the counselor to the senion	

the Directorate.

- . It was suggested that instead of using the phrase "three best candidates" we should keep in mind in our selection process the 'most suitable for the particular job."
- . Secretaries: not be told "what number" they are in the ranking order but rather the descriptor they have been assigned or percentile of rank order.
- . With regard to use of the vacancy notice system, we can go either of two routes: (1) a vacancy notice, or (2) make selection from the list of rankings. However, if we do go the vacancy notice system, we should make sure it goes to each senior secretary individually. (It was noted that the E Career Service and S&T are using the vacancy notice system.)
- . A secretary who is serving overseas will not be considered for a senior secretarial position while she is PCS overseas. She will be considered at such time when she is due to return to headquarters. If a senior secretary is returning from overseas and there is no appropriate position to accommodate her at her grade level, she may have to be PRA'd in a lower graded position.
- . It was agreed that overseas senior secretarial positions will be advertised through the vacancy notice system.
- . Career Services Agency wide will hopefully work out system with the E Career Service and meet periodically with the other Career Services regarding their higher graded positions, thus permitting cross-directorate movement.

indicated that the DDCI has authorized semiannual promotions for all grades, and this will be published shortly. There will be firm dates for promotions in accordance with the fitness report schedule. Promotions must be made on the first pay period following the end of 120 days after the fitness report. Up through GS-06 employees may be promoted anytime during the year. GS-07-11 and GS-12-15 may be promoted annually or semiannually by career service or sub-group.

The Office of Personnel will be issuing additional guidelines with regard to these new personnel policies.

suggested that we not get tied into a rigid system until after we try our evaluations once or twice.

The Career Preference Outline was reviewed with the Panel and suggested changes will be incorporated into the new draft.

The Chairman indicated he plans to make an announcement at the DDA Morning Meeting on 17 July 1978 about the progress of the DDA/SSP.

Meeting adjourned at 1545.

ТА

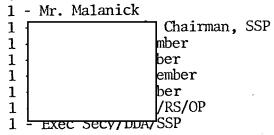
DDA Senior Secretarial Panel

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